Location	Title	Description	Estimate of Hours	Required Skills	Department
Austin HQ	Regulatory Conference Intern	Assist in the coordination and execution of Railroad Commission of Texas Annual Regulatory Conference. Responsibilities include assistance with registration, preparation and dissemination of training materials. Work check-in on event days if available.	6/1/2020 – 8/15/2020 10 – 20 hours per week (flexible).	• Currently enrolled in accredited college/university, accredited technical institute/college, or community college pursuing degree, program or technical certificate in Communications; Hospitality, Meeting & Event Planning or similar. • Skill in the use of standard office equipment and software. • Knowledge of office practices and administrative procedures. • Ability to stoop, reach low and high, push and pull carts, and lift, carry and move up to 30 lbs.	Communications/ Oil & Gas/ Pipeline Safety

Alternative Fuels Safety, Oil & Gas, and Pipeline Safety Intern Projects (newest at top)

Location	Title	Description	Estimate of Hours	Required skills	Dept.
Austin HQ	Well Mapping Department GIS Internships	Texas has the largest oil and gas infrastructure in the United States and over 1 million digital well bore records. This internship will introduce students to the geographic information system, hardware, software and geodatabases that maintain the state's oil and gas information. This internship will introduce students to the oil and gas well information using intermediate GIS and basic remote sensing skills. Students will have the opportunity to apply research and GIS skills, and work real-world projects using current and historical industry data. Students will have the opportunity for professional development through GIS courses, and to conduct academic research as it relates to the Well Mapping Department's projects.	Requirement of at least 10 hours per week; can be more.	Currently enrolled in accredited college/university, accredited technical institute/college, or community college pursuing degree, program or technical certificate in Geographic Information Systems, Geography, Geosciences, Computer Science or a Science/Engineering academic discipline with electives in Geographic Information Systems, Remote Sensing, Surveying, Cartography, Photogrammetry or Computer Programming.	Well Mapping, part of Oil and Gas Division
Midland Oil & Gas District Office	Midland Oil & Gas District Office Internship	The intern(s) will gain knowledge of the oil and gas industry regulatory process in Texas through work in a District office in a variety of capacities. Tasks expected to be assigned include, but may not be limited to, gaining knowledge of the basics of field inspections, district office clean-up inspections, technical issues and plugging inspections. Also, production data entry, RRC file research, Internet research on current well locations, assisting with inspection form pre-screening are among other tasks available. Working on these tasks will provide valuable exposure to the Oil and Gas industry and potential career opportunities available in the regulatory environment applicable to the intern's degree.	Requirement of at least 10 hours per week; can be more.	Currently enrolled in accredited college/university, accredited technical institute/college, or community college pursuing degree, program or technical certificate in Geosciences/Geology, Petroleum Engineering, Petroleum Technology, Energy Technology, Process Technology – Petroleum or closely-related field. One year's coursework completion preferred.	Midland Oil & Gas District Office , part of Oil & Gas Division

Kilgore Pipeline Safety Regional Office	Pipeline Safety Regional Office Internship	Texas has the largest pipeline infrastructure in the US – 466,623 miles of pipeline. The RRC Pipeline Safety Dep't. has direct oversight of ~217,000 miles of this. This internship will introduce students to the various kinds of pipelines; federal and state safety regulations; safety evaluation and inspection work on pipelines; and professional societies/groups of benefit for students' careers. The work will include reviewing an ever changing set of laws (49 CFR Part 190-199 and TAC Chapter 8 & 18); reviewing pipeline company safety and reporting records; introduction to field inspection of pipelines and handling complaint and safety concerns of the public; technical report writing; developing interview skills; learning response to accidents (defined by law), and developing time management skills.	Requirement of at least 20 hours per week; can be more.	Currently enrolled in accredited college/university, accredited technical institute/college, or community college pursuing degree, program or technical certificate in Geosciences/Geology, Petroleum Engineering, Petroleum Technology, Energy Technology, Process Technology – Petroleum or closely-related field. One year's coursework completion preferred.	Kilgore Pipeline Safety Regional Office, part of Pipeline Safety Department in Oversight & Safety Division
Austin HQ	Drilling permits	The intern(s) will gain knowledge of the oil and gas industry permitting and completion regulations in Texas through work in a variety of capacities. Tasks expected to be assigned include, but may not be limited to, well completion and production data entry, RRC file research, Internet research on current well locations, assisting with GIS map development and drilling permit form updates. Working on these tasks will provide valuable exposure to the OIl and Gas industry and potential career opportunities available in the regulatory environment applicable to the intern's degree.	Approximately 120 hours	Proficient in the use of Windows-based software, including the Microsoft Office software suite, and Outlook. Knowledge or interest in GIS technology and ArcGIS. Data entry, mapping, and Internet research.	Drilling Permits, Well Compliance, Production Audit, Mapping (all are part of Oil & Gas)
Austin HQ	Producing well completion reports	Pre-screen completion reports for horizontal wells in the South Texas Eagle Ford area for compliance with casing and cementing rules under 16 TAC 3.13.	Approximately 120–160 total hours to work the existing population of reports that are currently pending review (1400 total	General knowledge of oil and gas well terminology and general knowledge of spreadsheets	Completions (part of Oil & Gas Compliance)

			reports). Also approximately 5 hours per week (recurring) to work the anticipated incoming volume (50–100 reports per week).		
Austin HQ	One Publications Intern to transfer alternative fuels publications from Adobe InDesign (InDesign) to Microsoft Publisher (Publisher)	Selected intern will gain knowledge of alternative fuel regulations. Current documents are located on the Commission's Mac. These documents need to be updated and to other software, such as Word, Publish (or other publishing software) and PDF. The documents have been created with specific fonts that do not transfer to PC.	approximately 100 hours	Ability to operate a Mac and PC with Windows-based software. Proficient use of InDesign and Publisher. Strong written and verbal communication skills. Ability to perform edit review of content. Ability to change specialized fonts currently used in InDesign to common fonts in Publisher. Ability to change graphics in Publisher.	Alternative Fuels Safety (AFS is part of Oversight & Safety)
Austin HQ	Create common ArcGIS table formats for SCRP and SWD Tables	ArcGIS tables SCRP and SWD formats can differ from County to County. Using the ArcCatalog modeling tools create transformation scripts for one or more of the 254 Texas county files. (Link soon to: ArcSDE GIS Data Layers Migration Concept.pdf)	40 to 50 hours per County	Proficiency with GIS and a scripting language. Some knowledge of database and table structures	Groundwater Advisory Unit (GAU is part of Oil & Gas)
Austin HQ	Import and Geo-rectify geologic maps for Salt Dome sites	Digitize/import and Geo-rectify structure maps and other geophysical information for one or more salt dome structures that have active oil and disposal fields. There are at least 25 high use Salt Domes State wide.	40 hours per Salt Dome site	Knowledge of GIS technology, familiarity with ArcGIS, knowledge of hydrogeology	GAU
Austin HQ	Water Quality Point Layer	import and Geo-rectify water quality reports for one or more TX counties to be used as a layer for groundwater quality determinations. Texas has 254 counties.	40 hours per County	Knowledge of GIS technology, familiarity with ArcGIS, knowledge of hydrogeology	GAU

Austin HQ	Import georeferenced Geologic structure maps layer for ArcGIS, Petra	We have existing georeferenced structure maps that are likely ready to be imported and used. Project effort is to review the material and do an assessment of coverage and some initial import for a limited number of counties or fields.	~40 hours per county, based on layers used	Knowledge of GIS technology, familiarity with ArcGIS, knowledge of hydrogeology	GAU
Austin HQ	Class I Alert Area polygon layer for groundwater determinations	Hazardous chemicals were injected in the early to mid 20th century. Obtain Class 1 Alert area maps and import for use as a GIS layer.	50 hours	Mapping, Data sufficiency and GIS knowledge. Proficiency with a scripting language	GAU
Austin HQ	Research and plot well log Locations	Use IHS's Enerdeq program to identify well log locations and associated data and enter the data into a spreadsheet. Using the spreadsheet enter the locations on to a GIS layer and update the Attributes Table.	This is a long-term project taking years multiple Interns may do up to 400 hours a semester.	Ability to learn researching well location and drilling data, create spreadsheets, plot well log locations using ArcGIS, upload data into Petra, and assign and calibrate well logs in Petra.	GAU
Austin HQ	Import data into IHS Petra and import Q-log into assigned counties	Import assigned counties of Q-Log library. Assign coordinates, well header information, Datum Controls, and if not already scanned, scan and calibrate logs into database. Transpose W-2 information into Petra dbase.	50 hours per County	Knowledge or willingness to learn IHS Petra. Stratigraphy, knowledge of computers, basic reading of geo-physical logs.	GAU
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